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**South Coast Air Quality Management District**

**Engineering & Compliance**

*Policies &  
Procedures*

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**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

**MEMORANDUM**

**DATE:** October 20, 1987  
**TO:** Senior Engineers, Supervising Engineers, Managers  
**FROM:** William J. Dennison, Acting Director of Engineering /s/ J Nenzell for WJD  
**SUBJECT:** Engineering Tracking System (ETS)

Effective November 1, 1987 the Engineering Tracking System will be in full use for all unit record keeping and tracking purposes as well as month-end reporting purposes. The punch card system that has served us since the beginning of the District can now be discontinued. Cards will cease to be included in the application package in November.

It will now be more important than ever to keep current on the entry of application information into the ETS database. The monthly report will be taken from the ETS data. The report will only include data inputted through the last day of the month. There is no way to record transactions for a prior period. The unit must insure that assignments, status changes, completions, etc. are "in the system."

It is also vital that the daily updates be performed without exception. I suggest that each unit keep a log by the P/C so that verification of daily updating is available. All personnel in each unit should be aware of the necessity of the daily update. If an update is missed, special arrangements must be made with Harry Hirschensohn in the Fees/Data Unit to arrange a special download file.

I appreciate the cooperation and helpful suggestions that the units have given. It is with your help that it is now possible to eliminate the double recordkeeping of applications in progress.

WJD:hnh